UNIVERSITY OF TORONTO

THE ONTARIO INSTITUTE FOR STUDIES IN EDUCATION LIBR

Division of University Extension

CANADIAN ASSOCIATION FOR ADULT EDUCATION LIBRARY
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GENERAL INFORMATION 1965/6

GENERAL INFORMATION

The Division of University Extension conducts in Winter and Summer Sessions, the General Course (Extension) leading to the B.A. degree, and First Year of the Bachelor of Science in Nursing. The First Year of the General Course in Science may be undertaken in the Winter Session.

It also conducts two Certificate Courses, the Certificate Course in Business, and the Certificate Course in Public Administration.

In addition, the Division offers a programme of special non-credit courses: Evening and Afternoon Courses in the Liberal Arts, Business and Professional Courses, and Correspondence Courses.

A brief outline of the credit courses is given below, followed by a list of the subjects in both credit and non-credit courses. Each subject is followed by a key indicating the programme or course in which the subject is offered.

A calendar or leaflet is published on each of the following:

	Keys
The General Course (Extension)	GA
The General Course in Science (First Year)	GA
The Bachelor of Science in Nursing (First Year)	GA
The Certificate Course in Business	CB
The Certificate Course in Public Administration	CP
Evening and Afternoon Courses in the Liberal Arts	EA
Business and Professional Courses	BP
Correspondence Courses	CC
Administrative Management Society	AP
Preparation of Teachers in Pre-School Education	NE

EXTENSION SERVICES

Educational Television

The University of Toronto co-operates, through the Division of University Extension, with the CANADIAN BROADCASTING CORPORATION and CFTO-TV in the production of adult education programmes in the arts, scienes and humanities, and as a member institution of the Metropolitan Educational Television Association of Toronto (META), assists in the presentation of other series.

With the co-operation of the C.B.C., two series will be developed during 1965–66: a series on Asia, with a focus on China, and a series dealing with Mathematics. Other programmes, dates and times to be announced, will be presented by CFTO-TV.

The Division of University Extension collaborates with the Royal Ontario Museum, the School of Nursing, the Nursery Education Association of Ontario; the Ontario Welfare Council, the Toronto Institute for Pastoral Training in providing lecture courses; and conducts special courses requested by professional organizations. The Division also assists organizations and clubs throughout the Province in arranging lecture programmes.

The General Course (Extension) leading to the B.A. Degree

This course is designed for students who cannot attend the University on a full-time basis. Winter classes are held in the evening from late September until early May. Summer classes are held in the evenings from mid-May until mid-August and in the day-time from early July until mid-August.

Candidates for admission require certain Ontario Grade 13 Certificates or their equivalent. Applicants over 30 years of age may be admitted with less than the admission requirements mentioned above.

Applications and documents must be submitted by August 15 for admission to the Winter Session, April 1 for the Summer Evening Session, and May 15 for the Summer Day Session.

Sixteen courses are required for the Bachelor of Arts degree in the General Course (Extension). The programme gives an opportunity to study a wide variety of liberal arts subjects. *Key* GA

The General Course in Science (Extension) leading to the B.Sc. Degree

The First Year courses of the General Course in Science are offered in evening classes. Classes are held from late September until early May.

Candidates for admission require certain Ontario Grade 13 Certificates or their equivalent. Applicants over 30 years of age may be admitted with less than the admission requirements mentioned above.

Applications and documents must be submitted by August 15 for admission to the Winter Session. *Key* GA

The Degree Course for Graduates of Diploma Schools of Nursing (Extension) leading to the B.Sc.N. Degree

The First Year courses of the Degree Course for Graduates of Diploma Schools of Nursing are offered on a part-time basis in three sessions. Winter classes are held in the evening from late September until early May. Summer classes are held in the evening from mid-May until mid-August and in the day-time from early July to mid-August.

Candidates for admission require certain Ontario Grade 13 Certificates or their equivalent. They must also submit proof of graduation from a recognized diploma school of nursing. Applicants over 30 years of age may be admitted with less than Grade 13 but must be graduates of a diploma school of nursing.

Applications and documents must be submitted by August 15 for admission to the Winter Session, April 1 for the Summer Evening Session, and May 15 for the Summer Day Session.

Candidates will be required to complete the Second and Third Years of this course as full-time students.

Key GA

Certificate Course in Business

Obligatory Subjects:

Accounting	I Yr.
Economics	
Human Factors of Administration	II Yr.
and	
An optional subject	
and	
Business Organization	III Yr.
An optional subject	

Optional Subjects:

Business Finance
Elementary Statistics
Marketing
Production

Candidates must complete successfully examinations in six subjects in order to qualify for the Certificate. No more than *two* subjects may be undertaken in one year. Admission Requirements—a minimum over-all average of 60% in certain Grade 13 subjects (or their equivalent). Students over 25 with suitable business experience may be admitted CONDITIONALLY. *Key* CB

Certificate Course in Public Administration

This course is intended primarily for those with considerable experience in the public service, who wish to acquire a broader background in the political and social sciences essential to an understanding of the executive branch of government and its functions. It is not intended as preparation for those planning to enter public service. Emphasis is on Canadian governments at all levels (Federal, Provincial, and Municipal) and their major problem areas. The course can be completed in a minimum of three years. *Key* CP

COURSES

Accounting and Finance	*Key*
Accounting	CB, CC
Accounting and Auditing I	CC
Accounting and Auditing II	CC
Accounting—Budgetary Controls	BP
—Financial Statement Analysis	BP
—Fundamentals for Non-Financial Managers	BP
Business Finance	CB, BP
Business Taxation	BP
School Finance and Accounting	CC

Administrative Practices and Management	
Administrative Practices	BP
Business Administration	BP
Business Organization	CB, CC
Concepts in Management Science	BP
Evolving Management	BP
Industrial Management	BP
Manufacturing Management	BP
Office Management (Introductory)	BP
(Parts I & II)	AP

Anthropology	*Key*
Anthropology 100*, 200, 300	GA
The Study of Man	EA

*Also offered at Scarborough College.

Art	
Art Appreciation	EA
Fine Art 100, 200	GA
Psychology and Modern Art	EA
The Art of Photography I and II	EA

Communication and Speech	
Communication and Diction	EA
Communications in Business (Written)	BP
Effective Speaking	EA
Effective Speech in Business	BP
Public Speaking Techniques	EA
The Art of Speech	EA

Data Processing	
High Speed Data Processing	BP

(See also Engineering Courses)

Economics	
Economics 100*, 200, 300	GA
Economics	CB, CP
Economic Growth and Development	EA
Elementary Economics	BP
International Economics	CC
Introduction to Economics and Canadian Problems	BP
Introduction to Economics	CC
Managerial Economics	CC
Money and Banking	BP
Real Property Value	CC
Transportation Economics	CC

Engineering Courses (Graduate)	
Airphoto Interpretation for Engineers	BP
Chemical Thermodynamics	CC
Chemistry of Organic Polymers	BP
Computer Programming	CC
Computer Programming and Analysis for Engineers	BP
Heavy Water Reactor Design Principles	BP
Introduction to Computer Simulation	BP
Introduction to Solid State Physics	BP
Introduction to Stochastic Processes and their Applications in Business and Engineering	BP
Linear Algebra and Matrices	BP
Linear Programming and its Extensions	BP
Managerial Science	CC
Mathematics II, III, and IV	CC
Metal Fabrication, Principles and Practice	BP
Modern Steel Structures, Behaviour and Design Criteria	BP

The St. George Campu

The Great Gathering Places

Alphabetical Listing

ADMINISTRATION (Simcoe Hall) 1 (D-2)
ALUMNI HOUSE 48 (D-1)
APPLIED SCIENCE & ENGINEERING 7 (E-2)
ARCHITECTURE 40 (E-1)
ARCHIVES-CANADIANA 19 (D-3)
ARTS AND SCIENCE 32 (C-2)
BALDWIN HOUSE 5 (E-2)
BANTING INSTITUTE 16 (E-4)
BENSON BUILDING 30 (C-1)
C. H. BEST INSTITUTE 17 (E-4)
BIOLOGY 14 (E-3)
BIRGE-CARNEGIE LIBRARY 71 (B-4)
BOOK STORE 35 (D-2)
BORDEN BUILDINGS 45 (D-1)
BOTANY 18 (E-4)
CHILD STUDY .....45 Walmer Road
COMPUTER SCIENCE 8 (E-2)
CONNAUGHT LABS (Spadina) 46 (D-1)
CONVOCATION HALL 2 (D-2)
DENTISTRY .....124 Edward St.
EDWARD JOHNSON BUILDING 65 (B-3)
EMMANUEL COLLEGE 70 (B-4)
ERINDALE COLLEGE OFFICE .. 3 (D-2)
EXTENSION DIVISION 67 (B-4)
FACULTY CLUB 50 (D-1)
FOOD SCIENCES 64 (A-4)
FORESTRY 4 (D-2)
GALBRAITH BUILDING 7 (E-2)
GERALD LARKIN BLDG. 58 (B-3)
GRADUATE STUDIES 34 (D-2)
HART HOUSE 23 (C-3)
HEALTH SERVICES 44 (D-1)
HOUSING SERVICE 47 (D-1)
HYGIENE 15 (E-3)
INFIRMARY 39 (E-2)
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KNOX COLLEGE 36 (D-2)
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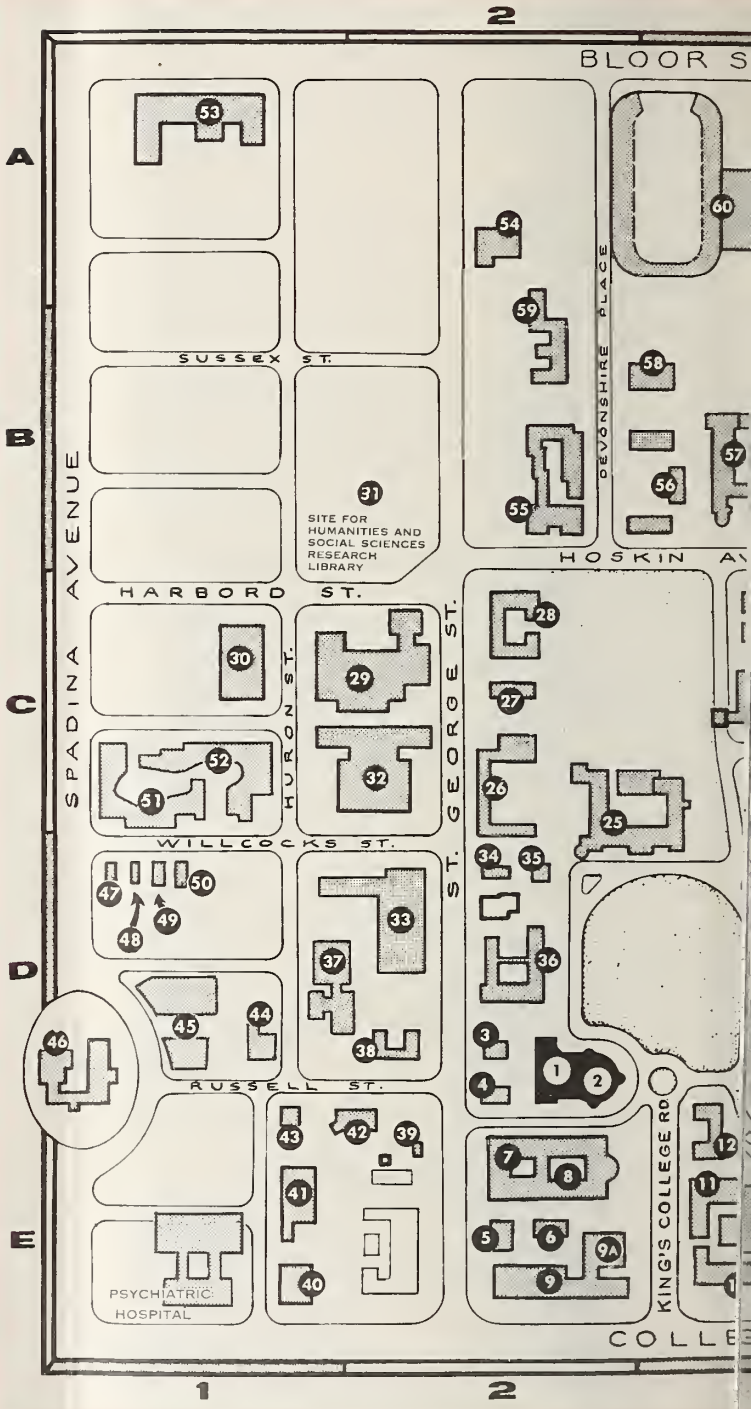
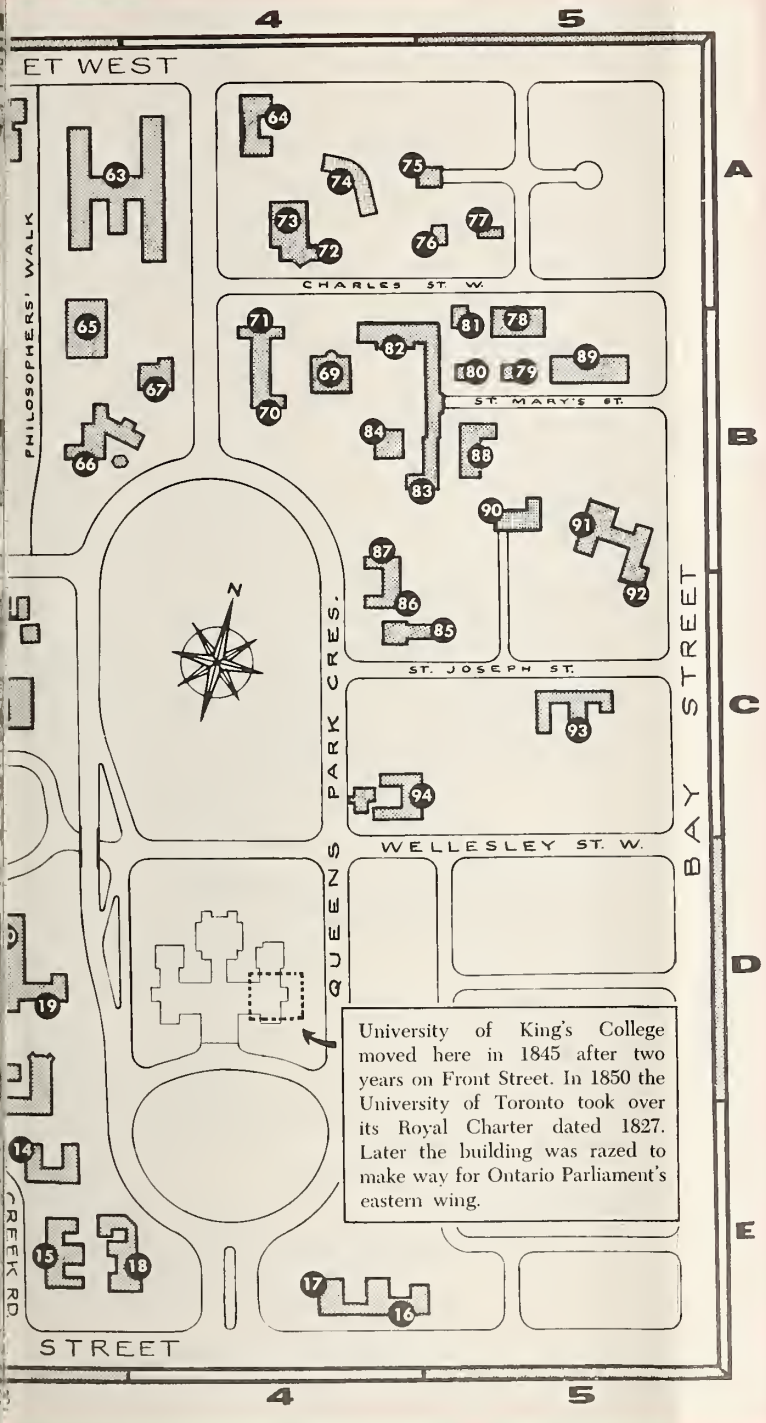
LAW FACULTY 66 (B-3)
LIBRARY 20 (D-3)
LIBRARY FOR HUMANITIES AND SOCIAL SCIENCES RES. SITE . 31 (B-2)



University of Toronto



LIBRARY SCHOOL 53 (A-1)
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WOMEN'S ATHLETICS 30 (C-1)
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STADIUM & ARENA 60 (A-3)
ST. HILDA'S COLLEGE 59 (B-2)
ST. JOSEPH'S COLLEGE 94 (C-5)
ST. MICHAEL'S COLLEGE 85 (C-5)
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SCHOOL OF BUSINESS 5 (E-2)
SIDNEY SMITH HALL 32 (C-2)
SIMCOE HALL 1 (D-2)
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SOCIAL WORK 61 (A-3)
S.P.S. BUILDING 12 (E-3)
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VICTORIA COLLEGE 69 (B-4)
VICTORIA LIBRARY 84 (B-4)
WALLBERG BUILDING 9 (E-2)
WHITNEY HALL 28 (C-2)
WYCLIFFE COLLEGE 24 (C-3)

Engineering Courses (Continued)	*Key*
Momentum, Heat and Mass Transfer	CC
Numerical Analysis	CC
Organic Chemistry	BP
Probability and Statistics	CC
Probability Theory and Mathematical Statistics	BP
Statistical Methods in Quality Control	BP
Techniques of Operations Research	BP
Theory of Elasticity	CC
Transistor Electronics	CC
Ultimate Behaviour of Reinforced Concrete Members	BP
Vibration Analysis	CC
Geography	
Geography 100,* 200, 300, 301	GA
Canada	CC
Economic Geography	CC
Government	
Inter-governmental Relations and Local Government	CP
The Metropolitan Community	EA
History	
History 100*, 200*, 300, 301	GA
International Affairs	EA
Russia, from Nomadic Tribe to World Power	EA
Interior Decoration	
Interior Design	EA
Journalism	
Journalism	EA
The Magazine Article	EA
Languages	
Classics in Translation	GA
English 100,* 200,* 300,* 301	GA
English Composition	CC
English Composition, Elementary or Advanced	EA
English Literature	CC
English Literature I and II	EA
English Literature (Etobicoke) (afternoon)	EA
(North York)	EA
(Port Credit) (afternoon)	EA
Mastering good English	EA
Films, Novels, Poetry and Plays	EA
Films, Novels, Poetry and Plays (Etobicoke) (afternoon)	EA
Poetry and the Roots of Human Passion (Parkdale) (afternoon)	EA
French 100,* 200,* 201, 300	GA
En France	EA
En France (afternoon)	EA
En France (Advanced)	EA
French	EA
French for Businessmen I and II	EA
French for Businessmen (Introductory Oral)	EA
Oral French Summer School (Saint-Pierre et Miquelon)	EA
German 100, 300	GA
German I and II	EA

Languages (Continued)	*Key*
Italian 100, 300	GA
Italian	EA
Latin 100, 300, 301	GA
Slavic Studies 100, 200, 201	GA
Spanish 100,* 200, 300	GA
Spanish I, II and III	EA
Law	
Business Law	BP
Commercial Law	CC
Company Law	CC
Law and the Layman	EA
School Legislation	CC
The Law and Woman (afternoon)	EA
Transportation Law	CC
Marketing and Production	
Marketing	CB, CC
Marketing 1A, 1B	BP
Marketing II	BP
Production	CB
Mathematics and Statistics (See also Engineering Courses)	
Mathematics 100*†, 300, 301	GA
Business Statistics	CC
Elementary Statistics	CB
Statistical Methods	BP

*Also available at Scarborough College
†Also available at Erindale College

Music	
Music 201, 300, 301	GA
Music Appreciation A and B	EA
Piano Classes for Adult Beginners	EA
Sing in Harmony	EA
Natural Science	
Botany 101	GA
Natural Science	EA
Zoology 101*	GA
Personnel Administration	
Human Factors of Administration	CB
Human Relations	CC
Human Relations and Human Organization	BP
Personnel Administration—Introduction	BP
—Advanced	BP
—Interviewing & Counselling	BP
—Labour Relations	BP
—Training	BP
Social Factors of Administration	CP

Philosophy and Religion	*Key*
A Modern Study of the Bible	EA
Ancient Greek Philosophy	EA
Comparative Religion	EA
Contemporary Moral Experience (afternoon)	EA
Existentialism	EA
History and Philosophy of Education	CC
Introduction to Logic	EA
Moral and Political Philosophy (Richmond Hill)	EA
Moral Philosophy	EA
Philosophy 102,* 202, 306	GA
Philosophy 108 (Scarborough College)	GA
Philosophy of Religion	EA
Primitive Religions	EA

Photography	
The Art of Photography I and II	EA

Political Science	
Modern Political Ideas	CC
Political Science 100,* 201, 300	GA
Political Science	EA
Political Science	CP
Political Science	CC

Psychology	
Psychology 100,*† 200,* 201, 300*	GA
An Introduction to Psychology	EA
Psychology	CC
Psychology and Modern Art	EA
Psychology II	EA
Psychology and Industry (An Introduction)	BP
Social Psychology	CC

Royal Ontario Museum Courses	
Geology—Keeping up with the Earth	EA
In Search of Quebec	EA
The Invisible Environment	EA
The Underwater World	EA

Science	
Among the Stars	EA
Chemistry 100	GA
Chemistry—Special Grade 13	GA
Geology 101	GA
Geology	EA

Sociology	
Introductory Sociology	EA
Our Western Culture	EA
Our Western Culture—Etobicoke	EA
—Port Credit	EA
Sociology 100*†	GA
Sociology 200, Scarborough College	GA
Sociology 202, 300	GA

Special Interest Courses	
Exercises for Health	EA
Heritage for the Future (The History of Man's Scientific Perspective)	EA
Introduction to India	EA
Introduction to Medical Microbiology	BP
Introduction to Viruses and Virus Diseases	BP

Theatre	
Prelude to Opera and the Ballet	EA
Stratford Festival Lectures	EA
Summer School of the Theatre (Day-time)	EA

Oral French Summer School

The Division of University Extension conducts an Oral French Summer School at St. Pierre, St. Pierre et Miquelon.

Beginner's and advanced oral classes will be offered, also a University course with credit toward a B.A. degree.

A complete brochure will be available by February 15th—*Key* EA.

Business Courses

In the following business courses the appropriate organization grants recognition on successful completion: Administrative Management Society (Toronto Chapter) —Certificate Course in Office Administration. Canadian Bankers' Association—Fellows Course in Banking. The Canadian Industrial Management Association—Certificate Course in Industrial Management and Administration. The Society of Industrial and Cost Accountants' Association of Ontario—Registered Industrial Accountants' Courses. *Key* BP

Correspondence Courses

Correspondence Courses are conducted by the Division of University Extension for the organizations listed below. Each organization grants recognition on successful completion:

Association of Administrative Assistants
Association of Personnel in Employment Security
Association of Professional Engineers of Ontario
Canadian Credit Institute
Canadian Institute of Realtors
Canadian Institute of Traffic and Transportation
Chartered Institute of Secretaries
Chemical Institute of Canada
Ontario Association of School Business Officials

Key CC

N.E.A.O.

In co-operation with the Nursery Education Association of Ontario, a course for TEACHERS IN PRE-SCHOOL EDUCATION.

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THE ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION
TORONTO, CANADA
FEB 25 1968
CAAE

Early Registration and Counselling

General Course (Extension) Classes commence September 20. Telephone 928–2405, 928–2406 for information regarding counselling. Counselling, 84 Queen's Park, by appointment. *Key* GA

Certificate Course in Business

Classes commence September 20. Counselling, 84 Queen's Park, September 13, 15. 7:30–9 p.m. September 14, 7:30–8:30 p.m. *Key* CB

Certificate Course in Public Administration

Classes commence September 20. Counselling, 84 Queen's Park, August 18 and September 8. 5–8 p.m. *Key* CP

Evening and Afternoon Courses in the Liberal Arts

Classes commence October 4. Counselling, Wallberg Building, north-east corner of St. George & College Streets, September 20, 22, 27. 7:30–9 p.m. *Key* EA

Business and Professional Courses

Classes commence October 4. Counselling, 84 Queen's Park, September 20, 22. 7:30–9 p.m. *Key* BP

Information

For further particulars, or for descriptive pamphlets, write to University Extension, 84 Queen's Park, Toronto 5, or telephone 928–2393, 928–2394, 928–2395, 928–2396.

Arbor Room—Hart House

The Warden of Hart House has very kindly issued an invitation to all students in the evening courses to use the facilities of the Arbor Room, Hart House. Refreshments after classes are available there.

UNIVERSITY OF TORONTO
Division of University Extension

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Assistant to the Director	A. F. Knowles, B.A.
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